

Click on the tab "My Account"

Search Our Catalog | New Titles | Reader Resources | ILE Course Reserve | **My Account**

Account Summary | My checked out items | My Requests | Blocks and Messages

My Account

Enter your library card
borrower ID without spaces.



Online access to My Account
is not available if

1. You do not have a library card
2. Your account has expired.

*All accounts must be renewed bi-annually.
Call Check-out Desk at
758-3001 during library hours.*

Select sub-tab: | **My checked out items** | My R

TO RENEW ITEMS

- It lists all items checked out to your account, checked out date and due date
- Click on the box right next to the title you wish to renew, then click on the "Renew" button on top of the list.

Renew	
<input type="checkbox"/>	Title
<input type="checkbox"/>	A history of ancient Rome [audio CD]/by Frances Titchener
	by Titchener, Frances D., 1964
	Prince Frederick, Md. - Recorded Book, 2003
	Audi CD - 1st Floor



You can't renew online
if you have one of the following:

1. Items that have already been renewed three times
2. An expired card
3. Items that are requested by others.

Select sub-tab: | **My Requests** | Blocks and M

MY REQUESTED ITEMS

- **View** requested items ready for pick up;
- **View** requested items not yet available and your position on the waiting list;
- **Cancel** requested items: check mark the box right next to the title and click on "Cancel Request" button.



You can only place requests
on items that are checked out.

Select sub-tab: | **Blocks and Messages**

MY BLOCKS

- It has "Overdue" titles.
- It lists all blocks on your account.
- It has messages and notes.

MY EMAIL ADDRESS

**Click on the sub-tab
"My Profile (Change Email)."**

- You are able to view but not change your profile such as your name, address, phone number. Contact Check-out Desk at 758-3001 to change them.
- You are able to revise your email address.
>> Scroll down and enter or delete or change your email and click on "Update My Email" button.

Address:

[Update My Email](#)

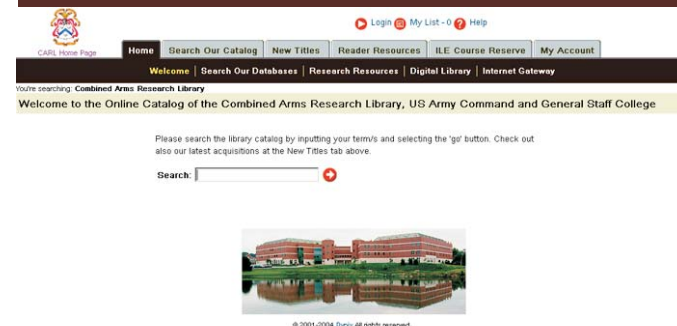


To set up email notification for any requests and notification, you must contact Check-out Desk at 758-3001.

Combined Army Research Library

250 Gibbon Avenue
Fort Leavenworth, KS 66027-2314

Step-by-Step Guide to the Library Online Catalog



GO ONLINE

<http://cgsc.leavenworth.army.mil/carl/index.asp>

Click on "Catalog"

Use the online catalog to:

- ➔ Search items held by the Library
- ➔ Find out the location of the items and the status of availability
- ➔ Renew your items
- ➔ Request items
- ➔ Update your email



Phone: 913-758-3053

Email: carlref@leavenworth.army.mil

Click on the tab "Search our Catalog"



Select sub-tab: **Basic** | Alphabetic | Advanced

BASIC SEARCH

- You may choose to search by general keyword, title (browse or keyword,) author (Last, First,) subject (keyword or A-Z list,) or DVD (browse or keyword).
- Enter your search term in **ONLY** one box and click on the Go arrow.
- Click on a title from the search results to view the details.
- Check the "Copy/Holding info" before going to shelf.

Select sub-tab: | **Advanced** | History

ADVANCED SEARCH

- You may choose to search one field by entering your search term in one box.
- You may search multiple fields by clicking on the little arrow pointing down and select an operator (AND, OR, NOT) from the drop-down lists. Select another field and enter a search term in the search box.

Author Keyword and

Title Keyword and

- Limit your results by type of material by clicking on the desired text below.

Collection Limits	Media Formats	Online Resources
Reference	DVD	NetLibrary ebooks & audio
McNaughton Books	VHS Documentary	EBrary ebooks
ILE Multiple Copy	VHS Entertainment	CARL Digital Library
Archives	CDROM	Internet Links
1930s Student Papers	Audio Tape	

- Then click on Go arrow. ➡

Select sub-tab: | **Alphabetic** | Advanced | History

ALPHABETIC SEARCH

- You may choose to search by author, title, subject, series, DVD or CALL# browse.
- Enter your search term in **ONLY** one box and click on "Go" button. ➡
- At the summary results screen you can browse the alphabetized list. Select item(s) to view holdings/copy information.

Click on the tab "New Titles"



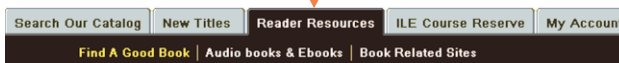
New Titles/RSS Feed

- Lets you view the titles of recent acquisitions to the CARL.
- Click on a title and you will be directed to the catalog for copy/holding info.
- Select the "About RSS" link to learn how to subscribe to the New Titles RSS feed.

CARL New Titles Feed – [XML](#)

See All CARL RSS Feeds / About RSS

Click on the tab "Reader Resources"



Reader Resources

- See sub-tab **Find a Good Book** to find award-winning titles, current popular fiction and nonfiction and military recommended reading lists.
- Select **Audio book & Ebooks** sub-tab to browse selected categories of netLibrary and Ebrary holdings.
- Click on our **Book Related Sites** sub-tab to see Oprah's book club selections, book reviews & guides.

How to Find the Item in the Library — A Check List

- ☒ Check "Location". Tells you the area where an item can be found in the library.
- ☒ Check "Call No.". Provides the Dewey/subject or the number on the spine of all non-fiction items or the first 3 letters of the author's last name for fiction items.
(Signs with the Call No. are on each shelf.)
- ☒ Check "Status". Lets you know if the item is available or checked out.

The clash of civilizations and the remaking of world order/

by Huntington, Samuel P.

New York : c2000

Call#: 909.829 H953cc 2003

Status: **Checked In**

Available Items: **19**

Location:

CARL 1st Floor

Collection

SAMS

Call No.

909.829 H953cc 2003

Requesting Items

1. Locate the item in the catalog.
See instruction on "Basic" and "Advanced" search inside.
2. Click on the title, then on "Place a request."

[Save to A List](#)

[Place a Request](#)

3. Enter your library card number and log on.
4. Read the confirmation message carefully. You will be notified either by Phone or Email.

Set-up email notification at circulation desk or call 758-3001.

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